Sidley is one of the world’s largest law firms, with approximately 1,900 lawyers practicing in the U.S., Asia, Europe and Australia. We are seeking for a right candidate to fill up the position of:

**LEGAL ASSISTANT / PRACTICE GROUP CLERK**

**JOB DESCRIPTION**

**Summary:**
Full legal assistant / practice group clerk responsibilities in supporting lawyers of the Corporate Finance practice.

**Essential Duties and Responsibilities:**

**Legal Support**
- Draft legal documents, e.g. prospectus, in both English and Chinese under supervision
- Perform legal research when necessary
- Coordinate with different parties on administrative matters
- Additional ad hoc tasks as required

**Education and/or Experience:**

**Required:**
- University graduates major in English / translation / linguistics / related discipline
- Preferably 1-2 years experience in legal drafting
- Experience in legal translation is an advantage
- Excellent command in written and spoken English, Cantonese and Mandarin
- Well-organised with good interpersonal skills
- Detail-minded, reliable and able to work under pressure
- Fresh graduate also welcome

**Other Skills and Abilities:**

In addition to the above, the following is also expected of the successful candidate:
- Excellent organizational skills
- Excellent attention to detail
- Good judgment with strong legal sense
- Good interpersonal communication skills
- Well developed analytical ability and problem-solving skills
- Works harmoniously and effectively with others as part of a team
- A self-starter who desires to show ownership and commitment to the job
- Exercises confidentiality and discretion

Please apply with full resume and transcripts by e-mail to asiarecruitment@sidley.com.

*Personal data collected will be used for recruitment purposes only and all application will be treated in strict confidence.*